

**CHARTER**  
of the  
**United States Advisory Commission on Public Diplomacy**

**1. Committee's Official Designation**

The United States Advisory Commission on Public Diplomacy ("the Advisory Commission").

**2. Authority**

The Advisory Commission was originally established under Section 604 of the United States Information and Exchange Act of 1948, as amended (22 U.S.C. § 1469) and Section 8 of Reorganization Plan Numbered 2 of 1977. It was reauthorized pursuant to Public Law P.L. 111-70 (2009), 22 U.S.C. § 6553.

**3. Objectives and Scope of Activities**

The United States Advisory Commission on Public Diplomacy appraises U.S. Government activities intended to understand, inform, and influence foreign publics. The Advisory Commission may conduct studies, inquiries, and meetings, as it deems necessary. It may assemble and disseminate information and issue reports and other publications, subject to the approval of the Chairperson, in consultation with the Designated Federal Official. The Advisory Commission may undertake foreign travel in pursuit of its studies and coordinate, sponsor, or oversee projects, studies, events, or other activities that it deems desirable and necessary in fulfilling its functions.

**4. Description of Duties**

The Advisory Commission:

A) Formulates and recommends to the President, the Secretary of State, and Members of Congress policies and programs to carry out

the public diplomacy functions vested in the State Department, Broadcasting Board of Governors and other government entities.

B) Appraises the effectiveness of the public diplomacy policies and programs carried out by government agencies.

C) Submits reports to the Congress, the President, and the Secretary of State on public diplomacy programs and activities. These reports, based on on-site assessments and interviews with relevant personnel, include recommendations by the Commission concerning the role of public diplomacy in policy-making. The Commission's reports also include assessments of the degree to which the scholarly integrity and nonpolitical charter of the educational and cultural exchange activities vested in the State Department have been maintained, and assessment of attitudes of foreign scholars and governments regarding such activities.

D) Submits other reports to the Congress as it deems appropriate.

E) Makes reports available to the public in the United States and abroad to develop a better understanding of and support for public diplomacy programs.

## **5. Agency or Official to Whom the Committee Reports**

By statute, the Advisory Commission reports to the Secretary of State and the President.

## **6. Support**

Support for the Committee will be provided by the Bureau of International Information Programs.

## **7. Estimated Annual Operating Costs and Staff Years**

Members serve without compensation but are reimbursed for travel expenses, including per diem in lieu of subsistence, as authorized by law (5 U.S.C. §§ 5701-5707). The Advisory Commission's estimated annual operating cost is approximately \$280,000, supported by 1.0 FTE.

The Advisory Commission shall have a staff director who shall be appointed by the chairperson. Subject to such rules and regulations as may be adopted by the Advisory Commission, the chairperson may appoint such additional personnel as the chairperson considers necessary, and may procure temporary and intermittent services as authorized by 22 U.S.C. § 1469(b)(2).

#### **8. Designated Federal Officer**

The Department of State shall name a Designated Federal Officer (DFO), who shall be a full-time or permanent part-time federal officer or employee. The DFO may serve as the executive director or the administrative officer, with the concurrence of the Department of State. The DFO will approve or call all of the advisory committee meetings and the meetings of any subcommittees; will prepare and approve all meeting agendas, attend all committee and subcommittee meetings; adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Department of State.

#### **9. Estimated Number and Frequency of Meetings**

It is anticipated that the Advisory Commission will meet approximately six times a year. All meetings of the Advisory Commission will be open to the public unless a determination has been made in accordance with Section 10(d) of the Federal Advisory Committee Act that a meeting or a portion of a meeting should be closed to the public.

Timely notice of each Advisory Commission meeting, whether open or closed, shall be published in the Federal Register stating the time, place, and purpose of the meeting, a summary of the expected agenda, whether the meeting is open or closed, and the name and contact information of a designated federal employee for members of the public to contact. Such notice shall be given at least 15 calendar days in advance of the meeting date except when shorter notice is authorized in exceptional circumstances.

Minutes shall be kept of each meeting of the Advisory Commission, and shall include a record of Advisory Commission members and staff, Government employees, and participating members of the public present, a complete and accurate summary description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the Advisory Commission. The Chairman (or his or her designated representative) shall certify the accuracy of the minutes.

At any meeting of the Advisory Commission open to the public interested persons shall be permitted to attend and, at the discretion of the Chairman, make an appearance before the Advisory Commission.

#### **10. Duration**

The Advisory Commission operates on a continuing basis, as authorized by Congress.

#### **11. Termination**

This Charter will terminate on October 1, 2010, unless reauthorized by Congress. If reauthorized by Congress prior to that date, this charter will terminate two years after its filing date, unless sooner terminated or renewed.

#### **12. Membership and Designation**

The Advisory Commission consists of seven members appointed by the President, by and with the advice and consent of the Senate. The members of the Advisory Commission shall represent the public interest and shall be selected from a cross section of educational, communications, cultural, scientific, technical, public service, labor, business, and professional backgrounds. Not more than four members shall be from any one political party.

The term of each member shall be 3 years. Any member appointed to fill a vacancy occurring before the expiration of the term for which a predecessor was appointed shall be appointed for the remainder of such term. Upon the expiration of a member's term of office, such

member may continue to serve until a successor is appointed and qualified.

The President shall designate a member to chair the Advisory Commission.

### **13. Subcommittees**

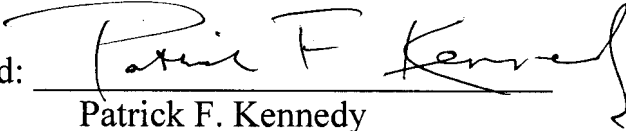
The Department of State may authorize subcommittees as needed. Any subcommittees must report to the Advisory Commission, and must not provide advice or work products directly to the Department of State or any Federal agency.

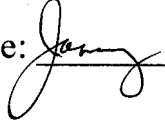
### **14. Recordkeeping**

Records of the Advisory Commission and any subcommittees will be handled in accordance with General Records Schedule 26, Item 2. Subject to the Federal Advisory Committee Act and the Freedom of Information Act, 5 U.S.C. § 552, unclassified records, reports, transcripts, minutes and other documents that are made available to, or prepared for or by, the Advisory Commission will be available for public inspection and copying at the U.S. Department of State, 2201 C Street NW, Washington D.C. 20520.

### **15. Filing Date:** *[filled in when filed]*

NOW, THEREBY, this Charter shall be considered approved by the Department of State as of this date and shall be provided to the Senate Foreign Relations Committee and the House Foreign Affairs Committee, and to the Library of Congress pursuant to the provisions of the FACA.

Approved:   
Patrick F. Kennedy  
Under Secretary of State for Management

Date:  January 21, 2010